

---

## INTRODUCTION

The MDHHS director or designee is the only person authorized to terminate a contract. Contracts are terminated in accordance with contract language.

### Process for Termination Letter

#### ***Contract Administrator***

1. Complete a CM-0005, Agreement Termination Request, and email it to MDHHS-OCP@michigan.gov.

#### ***Bureau of Purchasing (BOP)***

2. Prepare termination letter, then forward to the director or designee for signature.

#### ***Director Or Designee***

3. Sign letter; return to BOP.

#### ***BOP***

4. Forward letter to contractor, distribute as required.